

**UNIVERSITY OF CENTRAL FLORIDA
FINANCE & ACCOUNTING
YEAR END PROCESSING GUIDELINES for DISBURSEMENTS
FOR THE FISCAL YEAR ENDING JUNE 30, 2014**

Please note the following information as you plan for the remaining expenditures this fiscal year.

A. PROCUREMENT CARD (PCARD)

1. Procurement cardholders may continue to use their cards throughout the month of June. Transactions that are available in UCF Financials through June 30, 2014 and approved online by June 27th will be charged to the current budget (FY 2014). All PCard transactions that are unapproved as of June 27, 2014, excluding transactions disputed with Bank of America, will be charged to the new fiscal year's budget (FY 2015). For Educational & General (E&G) PCard charges with June transaction dates, budget will be provided if the department has sufficient FY 2014 E&G funds and if the charges are received and approved online by July 9, 2014.
2. PCard approvers should tie PCard transactions to purchase orders (POs) only through June 26, 2014 to properly liquidate the PO. Approvers can resume linking PCard transactions to POs when the PO roll-over process is completed (anticipated date July 1, 2014).

B. TRAVEL PAYABLES (TP)

1. To ensure that payments are processed for the current fiscal year, Finance & Accounting must receive approved, corrected, and completed travel reimbursement packages and other payment documents by Wednesday, June 18, 2014 at 5:00 p.m. **F&A is not responsible for documents sent through campus mail and not received by the deadline.** F&A recommends that travel reimbursements and other payment documents be hand delivered to F&A by 5:00 p.m. on June 18, 2014 to ensure such documents are processed and charged to FY 2014 funds.
2. For all E&G travel completed by midnight June 30, 2014 and not paid in the current year, budget will be provided in the new FY 2015, as long as sufficient E&G funds are available from previous FY 2014.
3. Requests to close travel POs must be e-mailed to the Travel Payable processors and copy the interim Travel/PCard Supervisor (Laura.Crouch@ucf.edu). Please provide the **PO# & traveler's name** to expedite the closing process.
4. All departmental rolled-over blanket Travel POs for FY 2014 will be automatically closed if reimbursement vouchers on these blankets are not received at F&A by July 11, 2014.

5. Blanket travel requisitions for projects may be prepared for any period within the life of the project.
6. Do not process FY 2015 blanket travel requisitions for departments until July 1, 2014.
7. Blanket travel POs for departments or projects must be estimated to cover travel expenses for the period covered by the blanket PO. Please remember that blanket travel requisitions/purchase orders must be for at least \$100.
8. Travel requisitions will be sourced to travel purchase orders as long as the requisitions are correctly prepared, appropriately approved and submitted online by the departments on or before Friday, June 27, 2014. Travel requisitions with errors will be cancelled and closed. It will be necessary to resubmit these on July 1, 2014.
9. Please be aware that travel must be COMPLETED BY MIDNIGHT, JUNE 30, 2014 in order to be paid from current year funds. Travel completed after JUNE 30, 2014 will automatically be paid from the FY 2015 budget.

C. VENDOR PAYABLES (VP)

1. To ensure that payments are processed for the current fiscal year, F&A must receive properly approved invoices by Wednesday, June 18, 2014 at 5 p.m. **F&A is not responsible for documents sent through campus mail and not received by the deadline.** Departments may want to hand deliver approved invoices and other payment documents if these cannot be sent via e-mail by 5:00 pm June 18, 2014 to be processed and charged to FY 2014 funds.
2. For all E&G goods and services received by June 30, 2014 but not paid in the current year budget will be provided in the new FY 2015, as long as sufficient E&G funds are available from previous FY 2014. Prior to the PO roll-over which starts on June 28, 2014, departments are responsible for notifying the Vendors Payable processors of the amount that must be left encumbered on all blanket and regular POs, if the outstanding balances are different from what the UCF Financials show.
 - **To decrease POs** – requests may be sent by e-mail to Purchasing Buyers with a copy to the respective Vendor Payables processor.
 - **To increase POs** - departments must initiate online change order requisitions.
3. All departmental rolled-over blanket POs that end June 30, 2014 will be closed upon payment of the June 2014 invoice.
4. Requests to close POs must be e-mailed to Vendors Payable processors and copy the interim VP Supervisor & Associate Controller (Adoracion.Santos@ucf.edu). Provide the **PO# & vendor's name** to expedite the closing process.

5. Blanket requisitions for projects may be prepared for any period within the life of the project.

Finance and Accounting requests each area to review all department and project numbers under your management and strive to meet the above deadlines. For any questions or if you need additional help, please contact the Finance & Accounting office at 407-882-1000. Your assistance in meeting these deadlines is greatly appreciated.